



## QUICK REFERENCE GUIDE FOR PROFESSIONALS HOW TO CREATE A PROFESSIONAL ACCOUNT FOR FIRST TIME USERS

Create a Professional Account for RUPrepareND.com to track student work and communicate with students.

### HOW TO CREATE AN ACCOUNT (FIRST TIME USERS)

1. Go to **Procenter.RUPrepareND.com**.
2. Click **Create a Professional Center Account**.
3. Click **Go** next to the role that best describes you.
4. Click Find next to School or Program to bring up a list of schools. Highlight the name of your school and click **Continue**.
5. Enter either a Professional Account Access Key (PAAK) or Administrator Code in the space provided. Click **Next**. If you do not have an your PAAK or Administrator codes, contact customer support at 1-800-281-1168.
6. Enter your account information. Select your Account Name and Password with care. You will use this to access the site. Provide a security question and answer in the spaces provided. Check the box if you agree to the privacy policy and terms of the site, and then click **Next**.
7. Be sure to remember your username and password! Consider writing them down somewhere safe.
8. Click on **Create Your Account** – and start using Procenter.RUPrepareND.com!

### HOW TO ACCESS YOUR ACCOUNT (RETURNING USERS)

1. Go to **Procenter.RUPrepareND.com**.
2. Enter your Account Name and Password in the spaces provided.
3. Click the **Sign In** button.

### GET STARTED WITH PROCENTER.RUPREAREND.COM

Here are some of the helpful features you'll find in Procenter.RUPrepareND.com:

#### Students & Groups

- Find and view individual portfolios, define groups of students and manage your groups.

#### Reporting

- Create reports that show site usage, assessment results and planning outcomes for groups of students or your entire school.

#### Resources

- Find curriculum, lesson plans and activities for subject area and guidance office work while using the system.

#### Communication

- Send or review messages and manage events that appear on student calendars.